



Request for Partner-Site Applications AmeriCorps Farm To School Program 2015 – 2016 Applications

Intent to apply request: April 3, 2015

Application submission deadline: May 8, 2015

Target date for grant award notification: June 17, 2015



What is AmeriCorps?

AmeriCorps is a national service program that engages over 80,000 Members in service each year to solve pressing national problems through direct service and by mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits while having a lasting impact on their community.

What is AmeriCorps Farm to School?

The AmeriCorps – Farm to School Program provides an innovative approach to building healthy communities by:

- Improving child nutrition through the implementation of educational activities for students and families about healthy eating choices within an educational setting.
- Developing strong communities by creating future community leaders and connecting schools with local farmers and food businesses

Through a partnership with the WI Department of Agriculture, Trade & Consumer Protection (DATCP) we are able to offer the AmeriCorps Farm to School program to communities around Wisconsin. This program has worked with 17 host sites throughout the state and has served over 15,000 WI students.

Seeking New Partners: The AmeriCorps Farm to School Program is accepting applications for new partner sites across Wisconsin for the 2015-2016 grant year. Applications will be considered based on the applicant's ability to:

- Show community need for AmeriCorps Farm to School activities
- Provide a reasonable plan to implement Farm to School activities in their communities as outlined in the application
- Capacity to provide high quality support for AmeriCorps Members
- Capacity to participate in AmeriCorps Farm to School reporting requirements
- Capacity to provide cash and in-kind match

Specific partner site requirements are outlined in the following pages.

Intent to apply must be received by April 3rd. Complete applications must be submitted by the end of the business day May 8, 2015. All paperwork and communications were to be submitted directly to Dominique Bradley, ACF2S Program Manager. Contingent on application acceptance by the DATCAP-AmeriCorps Farm to School program, the new Member service year will begin August 15, 2015.

Program Outline:

Each partner host site will be eligible to apply for at least, two half-time AmeriCorps Members. Program sites may also request a mixture of full-time and half-time Members, if the need is justified. Additionally, host sites may opt to combine each half-time position into one full-time position. In this case, the Member must show that they possess the skills necessary to perform both service duties. Since each community is

unique, host sites will have the flexibility to customize AmeriCorps member assignments and Member structure to meet the needs specific to their communities and schools, however sites are strongly encourage to apply for one half-time Nutrition Educator and one half-time Community Outreach Member.

The program will offer each host-site:

1) A half-time Community Outreach Member, who will serve as the main liaison between the schools and the community. Members will coordinate with the food service directors and network with farmers to identify opportunities for purchasing local food. They will also work with their host site supervisor to create an action plan which lays out the steps necessary to procure local food into their programs. They will also be responsible for recruiting and mobilizing volunteers to enhance and increase the capacity of the AC F2S program. This will include organizing a F2S “Task Force” consisting of volunteers from the community and/or school system, which meets monthly to assist with developing and carrying out farm to school activities. Finally, with the assistance of the site supervisors, they will create a data base of volunteers for sustained program efforts.

2) A half-time Nutrition Education Member, who will focus on building relationships with teachers and school administrators. They will serve in a direct capacity teaching nutrition education in schools or community classrooms. Nutrition Education Members will be trained to use the Wisconsin Nutrition Education Standards as a guide to prepare their lesson plans. They will implement the aligned curricula, *Nutritious, Delicious Wisconsin, Linking People, Land and Food*, and/or *Got Veggies?*, which aims to teach students about healthy eating choices. Nutrition Educators will also be responsible for starting and maintaining school gardens and working with teachers to incorporate garden activities into current classroom curriculum.

3) Each Member will be responsible for representing the AmeriCorps Farm to School program during at least two community events as well as participating in National Days of Service.

4) All AmeriCorps members will be directly managed by the central ACF2S Program Manager housed at DATCP. The Program Manager will support Members in training as an AmeriCorps, reaching goals, and tracking progress.

Partner Site Requirements

In order to be considered for the AmeriCorps – Farm to School Program, sites must commit to the following responsibilities:

- Provide a host site supervisor who will commit to weekly meetings with Members to assist the Members in planning and program development. Site supervisors should be a resource for Members to develop professionally and address issues specific to their community. Site Supervisors will also complete Member evaluations and participate in (at the minimum) annual host site visits and evaluations. They will also be responsible for approving Member time sheets and entering in-kind hours and in-kind program match for their host site.
- Assist with the recruitment and hiring of members for your site.
- Provide orientation, workspace, basic office supplies and access to phone, computer and Internet.

- Contribute \$5,765 per full-time member and \$2,133 per half-time member in match funds. These funds will be used as cash match for operating costs of the program.
- Obtain evaluation forms from students, teachers and staff about the program. This includes a pre and post student attitudes surveys and teacher, administrator and food service surveys. Evaluations are a required part of the AmeriCorps grant to measure program impact and success.

The following are programmatic expectations which all host sites must have established plan of action to meet in order to be considered for AmeriCorps-farm to School:

- Each host site will be responsible for meeting the following progress measures:
 1. Introducing at least three farmer partners
 2. Introducing at least 7 new local foods into schools
 3. Developing or maintaining one school garden
 4. Assist with the creation of a farm to school task force made up of local community members to provide guidance for AmeriCorps members at your site. Task force participants could include teachers, professors, local food organizations, WI Physical, Activity & Nutrition counselors, PTO/PTA organizations, UW Extension agents, local government, chambers of commerce, civic organizations, interested citizens and parents, school boards and farmers.

Sites that can provide the following additional support will receive higher levels of consideration:

- Strong needs documentation for site location
- Show strong partnerships with school, community, farmers
- Show strong community and/or school desire for impacting change in the goal areas
- Strong supervisor dedication to childhood nutrition and local agricultural development
- Outline other non-cash grant match (staff time, office supplies, office space, Member business cards)
- Show strong history of management skills for host site supervisor

AmeriCorps – Farm to School Program Central Program Management

Overall program management will be housed at DATCP. DATCP will be responsible for providing:

- Overall program manager to supervise members and project.
- Distribute living allowance payments and payroll activities for all members.
- Provide additional grant cash and in-kind matching.
- Provide technical assistance for sourcing local foods and provide nutrition education assistance.
- Train AmeriCorps members on local food procurement, nutrition education and outreach.
- Compile required reports and documentation to for the AmeriCorps State Commission, Serve WI.

Application Instructions and Requirements:

In order to be considered for this opportunity, please fill out and return the attached notice of intent to apply by **5:00 pm April 3, 2015** and the request for partnership form

by **5:00 pm on May 8, 2015**. Match funds are not required until after the program is awarded.

Timeline:

04/03/2015– Notice of Intent to Apply Due

05/08/2015– Request for Partner Site Form Deadline

06/17/2015– Anticipated Award notification; contingent on funding from CNCS

08/15/2015-- Program Implementation



Please completely fill out each form, make sure you check the boxes confirming you understand and are able to meet the match requirements and answer the questions thoroughly. Any questions can be directed to Dominique Bradley.

All questions and application submissions go to:

Dominique Bradley, ACF2S Program Manager

WI Department of Agriculture, Trade & Consumer Protections.

Phone: 608-224-5017, Email: Dominique.Bradley@wisconsin.gov.

	<p style="text-align: center;">Notice of Intent to Apply* AmeriCorps Farm To School Program</p> <p style="text-align: center;">Due on April 3, 2015 Send to: Dominique.Bradley@wisconsin.gov</p>	
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*** Required**

Date: [Click here to enter a date.](#)

Primary Contact Information:

First Name: [Click here to enter first name.](#)

Last Name: [Click here to enter last name.](#)

Title: [Click here to enter title.](#)

Phone Number: [Click here to enter your phone number including area code.](#)



Email: [Click here to enter an e-mail address..](#)

Host Site Information:

Organization: [Click here to enter organization.](#)

Street Address: [Click here to enter address.](#)

State, Zip Code: [Click here to enter your state and zip code.](#)

	Request for Partnership Form AmeriCorps Farm To School Program Applications must be received by 5:00 p.m May 8, 2015. Please email completed applications to: Dominique.Bradley@wisconsin.gov Support letters, if required, may be faxed to 608-224-5110;	
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Document requirements:

- Complete applications can be submitted in either Word or PDF to the email address above
- You may e-sign your application by typing in the first and last name of the submitter
- Application narratives can be a maximum of 8 pages. Please use font no smaller than 11 pt.

Host Site Agreement:

As a potential partner site organizer, my organization, school or school system and I commit to all of the below requirements.

Click here to enter first & last name.	Click here to enter organization & title.
Printed Name	Organization, Title
May use electronic signature	Click here to enter a date.
Signature	Date
Click here to enter street address.	Click here to enter state & zip code.
Street Address	State, Zip Code
Click here to enter phone number.	Click here to enter e-mail address.
Phone Number	Email

Partner Site Requirements:

Please check below to indicate your agreement to meet the following match requirements.

- ☐ Assist with the recruitment and hiring of members for your site.
- ☐ Identify an onsite supervisor who will meet at least once per week with each AmeriCorps member and help accomplish the goals of the local project. *We have found that the most successful AmeriCorps members have regular supervision at their sites, especially those members with limited work experience.*
- ☐ Site supervisors will sign and verify hours for each AmeriCorps member on a bi-weekly basis, enter supervisor in-kind hours and complete quarterly in-kind other reports
- Note: the member is responsible for completing the time forms, you need to approve and verify only.*
- ☐ Provide host site orientation and, at minimum, a workspace with basic office supplies and access to phone, computer, and Internet.
- ☐ Site supervisor to assist with the creation of a farm to school task force made up of local community members to provide guidance for AmeriCorps members at your site and guide farm to school activities in your community.
- ☐ Contribute \$5,765 per full-time member and \$2,133 per half-time member.
- ☐ Obtain evaluation forms from students, teachers and staff about the program. This includes: pre and post student attitude surveys, and teacher, administrator and food service surveys. Evaluations are a required part of the AmeriCorps grant.

Host Site AmeriCorps Member Request:

Please indicate how many AmeriCorps Members you would like to request for the 2015-2016 grant cycle?

Number: Full-time Choose a number (0-3).

 Half-time Choose a number (0-6).

Application Narrative Questions: *Please limit your response to 10 pages.*

1. Identify your organization, your program supervisor, the school(s) that you will serve and your partners. Please also briefly describe qualifications of your site supervisor.
2. Provide information that demonstrates the need for an AmeriCorps – Farm to School Program in your community. (For example obesity rates, free and reduced lunch rates, community demographics.) In your narrative please include the number of students in schools served who will potentially be reached by your Farm to School program.
3. Please provide a narrative outline of how Members will be involved in the promotion, development, and execution of Farm to School activities in your community. Be sure to identify how they are aligned with the programmatic guidelines of the AmeriCorps-DATCP Farm to School goals.
4. Explain how the community, farmers, teachers, school administration, and food service staff will support the AmeriCorps Farm to School program.
5. Describe how you will support, the AmeriCorps members serving your site. Include in your description what resources you will make available to your Member such as workspace, business cards, and other professional development opportunities.

Thank you for your application. We will notify all applicants of our final selection by June 17st, 2015.